

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	10.212
	STATE OF HAWAII	10.213
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Class Specifications
for the Classes:

MAINTENANCE AND REPAIR SUPERVISOR I & II
(MAINTENANCE & REPAIR SUPVR I & II)

Distinguishing Characteristics:

These classes are distinguished by their responsibility, as full-time supervisors, for planning, scheduling, assigning, supervising, directing, reviewing and evaluating the activities of work crews consisting of laboring positions which perform unskilled and semi-skilled manual work tasks, and equipment operators who operate, as a major work assignment, heavy motorized equipment, in providing equipment support to refuse collection, grounds maintenance, janitorial and/or other general maintenance and repair services. Subordinate equipment operators in these activities operate heavy motorized equipment such as trucks having a factory rated capacity of 5 tons or over, rollers of 5 tons or over, loaders over 1 cubic yard capacity, tractors such as D-4, TD-6 and TD-9 with bulldozer blade attachments, street sweepers and truck-tractor trailers and may occasionally operate graders. Assignments are typically concerned with the maintenance of grounds including paved and landscaped areas, but may also include other work activities such as transporting supplies, equipment, furniture, refuse, etc.; clearing and grading unimproved areas; digging trenches; demolition work; and providing assistance to skilled tradesworkers in the construction, maintenance and repair of buildings, utility systems, and other structures.

Level I: Supervises a work crew composed of laboring positions and equipment operators in providing refuse collection, grounds maintenance, janitorial, and/or other general maintenance and repair support activities.

Level II: Supervises, through subordinate supervisors (including at least one Maintenance and Repair Supervisor I), work crews composed of laboring positions and equipment operators in refuse collection, grounds maintenance, janitorial and/or other general maintenance and repair support services.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such*

duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

Supervises work crews in laboring, refuse removal and groundskeeping and janitorial activities; supervises the cleaning of drainage ditches, grading of road shoulders, reshaping of unpaved parking lots and cleaning and leveling of grounds; supervises the maintenance of landscaped areas; supervises the repair and maintenance of retaining walls, security fences and drainage ditches; supervises minor construction and maintenance work on roads, parking lots and other paved areas such as the repair of chuck holes and the patching of paved areas; supervises equipment operators in hoisting and moving materials and equipment to and from work sites; schedules the clean up of piers prior to ship arrivals and/or pier usage; supervises the hauling of materials, equipment, and debris; schedules the operation of streetsweepers to provide for the cleaning of paved surfaces; receives work orders for needed repairs and assigns personnel; prepares work schedules and makes adjustments as necessary; coordinates the work of subordinates with those of other units in providing manual labor and motorized equipment support for tradesworkers engaged in the construction or repair of buildings and structures; supervises the general maintenance of landscaped areas including planting, fertilizing, applying herbicides and pesticides, pruning, watering, mowing, raking, etc.; inspects work in progress for proper workmanship and compliance with safety practices; evaluates the need for and requisitions supplies, materials and equipment needed; makes regular inspections of assigned areas and notes the need for repairs of roads, runways, facilities, parking lots, etc., and submits findings and recommendations; keeps records and prepares reports of attendance and work progress; trains subordinates in work and safety practices; solves problems related to the work supervised; assures that equipment, tools and chemicals are safely and properly used by subordinates; makes periodic checks to see that all tools, vehicles and equipment are properly maintained; estimates time, equipment and labor costs and determines priority; schedules and approves leave requests; recommends personnel actions and resolves grievances; and performs other related duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Methods, practices, materials, tools and equipment used in performing unskilled and semi-skilled manual work tasks in the repair and general maintenance of grounds including paved and landscaped areas, and refuse removal

activities; general procedures, methods, techniques, occupational hazards and safety precautions applicable to the operation of motorized equipment; safety principles and practices of the various trades; and for the Maintenance and Repair Supervisor II level, principles and practices of supervision.

Ability to: Plan, assign and supervise the work of others in performing general maintenance and repair work on paved, landscaped, and adjacent ground areas and in the performance of refuse removal activities; give and receive both oral and written instructions; maintain records and prepare clear and concise operational reports; establish and maintain effective working relationships with others; coordinate the work of subordinates with those of other work units; use or operate tools, equipment or machines of varying difficulty in grounds maintenance and repair activities.

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This is an amendment to the specification for the classes HARBORS MAINTENANCE SUPERVISOR I and II, 10.461 and 10.462, respectively, which was approved on November 27, 1974; and a change in title and code to MAINTENANCE AND REPAIR SUPERVISOR (MAINTENANCE & REPAIR SUPVR) I & II, 10.212 and 10.213, respectively.

DATE APPROVED: 10/20/98

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